



Loudoun County
 Department of Building & Development
 1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000
 (703) 777-0220 www.loudoun.gov/buildingpermits

TEMPORARY SPECIAL EVENT PERMIT

Building Permit with amusements/inflatables
 Zoning Permit only no amusements/inflatables
 Building/Zoning Permit with amusements/inflatables

Instructions Page: (You are not required to print this page for submission)

**BUILDING PERMIT MINIMUM SUBMISSION REQUIREMENTS
 FOR TEMPORARY USES/ SPECIAL EVENT APPLICATION**

*******If you have amusements/inflatables you will need to print and submit two (2) copies of this application and three (3) copies of all required documentation for both Building and Zoning review. *******

With your building permit application:

- Provide a copy of the Certificate of Liability Insurance
- Provide the number of amusements/inflatables
- Provide a list and photos of amusements/inflatables

**ZONING PERMIT MINIMUM SUBMISSION REQUIREMENTS
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SPECIAL EXCEPTION USE IN FLOODPLAIN OVERLAY DISTRICT

If the property for the event is in the floodplain, then a Special Exception from the Loudoun County Board of Supervisors will be required pursuant to Section 4-1506 of the Revised 1993 Zoning Ordinance.

Prior to submitting your zoning permit application, you must complete the online event information form found at www.loudoun.gov/events. This form is reviewed by the County's Special Events Coordinator in the Office of Emergency Management (OEM) and disseminated to all applicable agencies. If you do not have computer access or have questions about the form, please call the Special Events Coordinator in the OEM at 703-737-8919.

With your zoning permit application:

Provide a copy of the contract with the property owner if the property owner did not sign the permit application.

Provide a site plan or plat that shows the parking area and number of parking spaces. Identify ingress/egress to a public street for attendees and emergency vehicles. Show the location of all proposed and existing structures on property to include tents, tables, inflatables, etc. and provide all distances to the property lines.

Identify the number of sanitary facilities available to guests. If port-a-johns are to be used, provide a copy of the contract which specifies the number of port-a-johns to be on-site.

If amplified music is provided, sound levels may not exceed allowable levels permitted in the Zoning Ordinance.

PLEASE NOTE

Revised 1993 Loudoun County Zoning Ordinance Section 5-500 (C) (5)

Authority for Reasonable Conditions of Approval.

The Zoning Administrator may impose reasonable conditions necessary to mitigate potential adverse impacts on existing uses and adjoining properties, and to protect the public health, safety and general welfare of citizens. Additional information may be requested to include provisions for adequate parking, storage, and lighting; provisions for security, traffic safety, fire; conditions limiting hours of operation; and any other health and safety concerns the Zoning Administrator may deem necessary. In addition, the Zoning Administrator may require the posting of a bond to ensure timely removal of structures and materials and restoration of the area.

All temporary zoning permits shall be applied for at least thirty (30) days in advance of the event or function.



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REVISED 1993 LOUDOUN COUNTY ZONING ORDINANCE ARTICLE VIII – DEFINITIONS:

Special Event: A temporary commercial or festive activity or promotion at a specific location that is open to the public and is planned or reasonably expected to attract large assemblies of persons. Special events include, but are not limited to, carnivals, festivals, circuses, music fairs or concerts, tent revivals, art shows, crafts shows, rodeos, corn mazes, civil war reenactments, equestrian shows, firework displays and events, or similar events open to the public. In addition, a private party held at a Banquet/Event Facility (including Hotel, Conference Center, Restaurant, Bed and Breakfast, Country Inn, Rural Retreat or Rural Resort or similar facility) shall not be deemed a special event. A private party which is held at a location other than the foregoing or held on property other than property which is occupied by the host, shall be deemed a special event. "Special event" does not include temporary or seasonal retail sales of goods, products, or services, such as temporary sales of Christmas trees, farm produce, fireworks, and other similar seasonal goods.

Section 5-500 of the Revised 1993 Zoning Ordinance: <https://www.loudoun.gov/DocumentCenter/View/99645>

All temporary zoning permits shall be applied for at least thirty (30) days in advance of the event or function.

Amusements/Inflatables Provider _____ Amusements/Inflatables Provider Phone Number _____ **Submission Date** _____

Providers Address _____ City/Town _____ State _____ Zip Code _____

List of Amusements:

Number of Amusements _____

Event Name:

Number of Event Attendees _____

Description of Event:

Event Date(s) From: _____ Event Date(s) to: _____ Daily Hours of Operation From: _____ Daily Hours of Operation To: _____

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Number of Sanitary Facilities (Rest Rooms including Port-A-Johns) _____ Tax Map Number _____ MCPI (Pin) Number _____

VA

Event Location Address _____ City/Town _____ State _____ Zip Code _____ Zoning District _____

Applicant certifies by signature that he/she has the authority to make application, that it is correct, and that any construction use will conform to the regulations of Building Code, Zoning Ordinance, and other codes of Loudoun County and the Commonwealth of Virginia.

I, THE PROPERTY OWNER, HEREBY CERTIFY THAT I HAVE READ THE ABOVE AND AGREE TO COMPLY WITH THE ABOVE STANDARDS AND WITH ANY ADDITIONAL CONDITIONS IMPOSED BY THE ZONING ADMINISTRATOR.

Property Owner's Signature _____

Printed Name of Applicant/Contact Person _____

E-Mail Address of Applicant/Contact Person _____

Phone Number of Applicant/Contact Person _____

OFFICE USE ONLY PLEASE DO NOT WRITE BELOW
BUILDING CODE REVIEW

BUILDING USE GROUP CODE _____ CONSTRUCTION TYPE _____ BUILDING CODE REVIEWS APPROVAL SIGNATURE _____ DATE CHECKED _____

ZONING CODE REVIEW

THIS TEMP EVENT PERMIT IS **GRANTED** **DENIED** **ADDITIONAL CONDITIONS** **YES** **NO**

SIGNATURE OF ZONING ADMINISTRATOR OR DESIGNEE _____ DATE _____ PERMIT NUMBER _____